



CITY OF GRAPEVINE
HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION

**SUMMARY OF HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS REQUIREMENTS**

APPLICATION REVIEW REQUIREMENTS

- A. MEET WITH THE HISTORIC PRESERVATION STAFF TO REVIEW APPLICATION REQUIREMENTS FOR YOUR SPECIFIC REQUEST
- B. COMPLETE THE APPLICATION - INCLUDE SIGNATURES OF PROPERTY OWNER OR APPLICANT
- C. LIST THE ADDRESS, THE LOT, BLOCK AND SUBDIVISION OF THE SUBJECT PROPERTY
- D. PROVIDE PLANS OR DRAWINGS ON 8 ½ X 11 OR 11 X 17 PAPER DRAWN TO SCALE AND DIMENSIONED (WHERE REQUIRED) WITH OTHER DRAWINGS AS DESIRED OR AS REQUESTED BY STAFF. THE SCALE SHOULD BE LARGE ENOUGH TO BE CLEARLY LEGIBLE
- E. PROVIDE MATERIAL AND COLOR SAMPLES OF PROPOSED WORK

THE APPLICATION MUST BE COMPLETED AND MEET ALL CITY OF GRAPEVINE ORDINANCE REQUIREMENTS BEFORE A REQUEST FOR A CERTIFICATE OF APPROPRIATENESS CAN BE SCHEDULED FOR A PUBLIC HEARING

SUBMISSION/APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF A BUILDING PERMIT. BUILDING PERMITS SHALL BE SUBMITTED SEPARATELY.

DELIVER TO:

HISTORIC PRESERVATION DEPARTMENT
636 SOUTH MAIN STREET
GRAPEVINE, TX 76051

OFFICE 817-410-3556
FAX 817-410-3038

CERTIFICATE OF APPROPRIATENESS APPLICATION

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Date _____</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Property Owner Name, Address & Phone Number _____ _____ _____ Phone: _____ Mobile: _____ Email: _____ Property Address <i>(include any suite number)</i> _____ _____</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Number _____</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Applicant Name, Address & Phone Number _____ _____ _____ Phone: _____ Mobile: _____ Email: _____ Legal Description Block _____ Lot _____ Subdivision _____</div>
--	--

Tenant Name/Occupancy/Use _____

Request/Description of Work to Be Done

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Drawings/Sketches Attached</div> <div style="margin-top: 10px;"><input type="radio"/> Yes <input type="radio"/> No</div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Photographs Attached</div> <div style="margin-top: 10px;"><input type="radio"/> Current <input type="radio"/> Historic</div>
Material Sample(s) Attached <i>(please list)</i> _____ _____ _____	

*I hereby certify that this information is correct to the best of my knowledge and that the said work will be done in conformance with all submissions herein set forth, and in compliance with the City of Grapevine's Historic Overlay District Ordinances and Building Codes. **APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF OTHER REQUIRED BUILDING PERMITS.***

<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Signed x _____</div> <div style="text-align: center; margin-top: 10px;"><i>Owner or Contractor</i></div>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Print Name _____</div> <div style="text-align: center; margin-top: 10px;"><i>Office Use</i></div>
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><input type="radio"/> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Approved</div></div><div style="width: 45%;"><input type="radio"/> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Approved with Conditions:</div> _____</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%;"><input type="radio"/> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Denied</div> _____</div><div style="width: 45%;"></div></div>	
<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"><div style="width: 45%;"><input type="checkbox"/> _____ <i>Chair – Historic Preservation Commission</i></div><div style="width: 45%;"><input type="checkbox"/> _____ <i>Historic Preservation Officer</i></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><input type="checkbox"/> _____ <i>Building Official</i></div><div style="width: 45%;"><div style="border: 1px solid black; padding: 2px; display: inline-block;">Date</div> _____</div></div>	

**THIS IS NOT A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE FILED AND APPROVED BY
THE BUILDING DEPARTMENT BEFORE STARTING WORK.**

2014

CITY OF GRAPEVINE

HISTORIC PRESERVATION COMMISSION

MEETING AGENDA SCHEDULE

MEETING DATES

DEADLINE

January 22, 2014	January 8, 2014
February 26, 2014	February 12, 2014
March 26, 2014	March 12, 2014
April 23, 2014	April 9, 2014
May 28, 2014	May 14, 2014
June 25, 2014	June 11, 2014
July 23, 2014	July 9, 2014
August 27, 2014	August 13, 2014
September 24, 2014	September 10, 2014
October 22, 2014	October 8, 2014
November 19, 2014	November 5, 2014
December 17, 2014	December 3, 2014